



**Motorcycle Safety Specialist
Driver Services Division
Olympia, Washington**

Compensation: Range 48 - \$3,052 – \$3,908/mo

Open until filled

Note: The hiring authority reserves the right and may exercise the option to make a hiring decision at any time. *Candidate evaluation will begin on September 8, 2006 and will be ongoing. **It will be to the applicant's advantage to submit materials as soon as possible.***

Our Mission:

Great people, great service, working together for a safer Washington.

Our Vision:

Department of Licensing: One vision, one voice - excellence every time.

Nearly every Washington State resident interacts with the Department of Licensing (DOL) in some way through driver licensing, vehicle or vessel tabs, or for professional business licenses. The DOL employs more than 1,200 people in over 60 locations statewide. To learn more about our agency, please visit our website at www.dol.wa.gov.

Our Core Competencies:

We have chosen the following competencies as “key” in driving the success of our employees in achieving the mission and vision of DOL:

Communication Effectiveness: Use effective listening skills and apply effective written and oral communication techniques to convey clear, timely, persuasive messages that positively influence the thoughts and actions of others.

Customer Centered: Search out and identify internal and external customers' service delivery requirements to improve efficiency, effectiveness, and satisfaction.

Ethics and Integrity: Earn the trust, respect and confidence of coworker and customers through fairness, truthfulness, honesty, sensitivity, reliability and professionalism in all interactions.

Performance Leadership: Create and nurture a results oriented culture that focuses on measurable outcomes by fostering teamwork and innovation to accomplish the organization's mission and goals.

Personal accountability/Initiative: Accept responsibility for the quality and timeliness of her/his work to meet or exceed predetermined goals and objectives with little need for oversight.

In addition, our supervisors and managers demonstrate the following:

Strategic Thinking/Planning and Vision: Consistent with the direction of the Agency, develop, communicate, and implement a plan to achieve a preferred future and influence others to follow.

Human Resource Management: Proactively apply sound human resource management practices within area of responsibility and consistent with the Agency's human resource management logic model.

Position Objectives & Responsibilities:

Training Duties included:

- Conducts motorcycle driving skills tests and knowledge examinations.
- Develops curriculum to train and certify staff and contractors to conduct motorcycle driving skills tests, and knowledge examinations.
- Trains instructors to conduct rider training and course tests for motorcycle course completion and license testing waiver.
- Audits curriculum, instructor standards, facilities, contract compliance and issues instructor certifications.

- Evaluates, develops, organizes and conducts periodic instructor in-service training programs.
- Ensures that licensing and training standards are met in all aspects of the program.

Program Development Duties:

- Creates Motorcycle program forms, policies, and procedures.
- Develops and implements a management review process to ensure motorcycle training contractors comply with Motorcycle Program Policies and Procedures, approved curriculum, security of files and requirements of contracts and RFP's.
- Assess, develop and implement a motorcycle awareness program aimed at the other motorists on the roadway.
- Maintain the alcohol awareness program.
- Act as a technical expert for Motorcycle Safety Projects, Policies and Procedures.
- Analyze program data and prepare reports.
- Research, analyze and respond to customer inquiries and complaints.

Required Competencies and Experience:

- Must possess a Chief Instructor/RiderCoach Trainer certification or three years experience as an Instructor or RiderCoach with the ability to become a Chief Instructor/RiderCoach Trainer with one-year employment.
- Must be licensed motorcyclist.
- Must be able to pick up a motorcycle lying on its side.
- Routine travel throughout the state with occasional travel out-of-state is required.

Desired Competencies and Experience:

- HS Diploma or equivalent. Candidates with a Bachelor's Degree in Education may be given additional consideration.
- Experience in program promotion experience, motorcycle training site management, mentoring and/or budget management experience are desirable qualifications.
- First Aid/CPR certification

Compensation

This position is in general government service. Starting monthly compensation is \$3,052 - \$3,908/mo depending upon qualifications. We offer a solid benefits package that includes a state retirement plan, deferred compensation, 11 paid holidays, paid vacation and sick leave, and a full array of health, dental, life, and long-term disability insurance coverage. This position is in a collective bargaining unit and as a condition of employment you will be required to become a union member or pay a fee as outlined in the Master Agreement.

Application Procedure

E-mail is the preferred method of application and will be used as the primary method of communication throughout this process.

E-mail application materials to HRrecruit@dol.wa.gov with a subject line of *06-151G LSR4*.

All requested materials must be submitted.

- A letter of interest (no more than two pages) describing your skills and experience as they relate to the Required Competencies and Qualifications outlined in this announcement;
- A Washington State Job Application;
- A list of three professional references, including one supervisor, one peer, and one customer, with current telephone numbers and addresses.

Note: The act of submitting application materials is considered affirmation that the information provided is complete and truthful. Prior to any new appointment into DOL, a background check will be conducted.

The certified candidate pool for this position may be used to fill other similar positions for up to 6 months after the certification date.

If e-mail is not possible, please mail materials to:

Human Resources Office
Attn: 06-151G LSR4
 Department of Licensing
 PO Box 6007

Olympia, Washington 98507-6007

Persons with disabilities who need assistance in the application process or those needing this announcement in an alternate format may call (360) 664-1510 or TTY (360) 664-9492. The Washington State Department of Licensing is an equal opportunity employer and encourages all qualified persons including disabled and Vietnam era veterans, women, racial and ethnic minorities, people with disabilities and persons over 40 years of age to apply.